Equipment Write-off, Impairment and Disposal

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1 Introduction

This guide explains step by step the process involved in retiring equipment (including equipment related to fixed assets), the use of the Functional Locations for the impairment of building sub-components (to which the Sub-component Fixed Asset record is linked), and items from inventory.

When items of equipment have been identified for retirement (reference ST/AI/2015/4) they must be retired, using a Service Notification in Umoja, as the mechanism to help manage and track the process from retirement request to the eventual disposal of the items via the agreed method detailed in the retirement case when required (e.g. donation, sales, cannibalisation, part exchange).

Notes:
- This guide does not include the sales process in cases where the equipment is sold or donated.
- This guide does not cover the process (retirement) needed to be undertaken by the fixed asset accountant (please refer to Fixed Assets Job Aids 4.1 and 4.2).
- This guide does not include the retirement of incorrectly created equipment records, a separate Job Aid will be published.

2 Trigger

Perform this procedure when you need to retire/dispose of one or more items of equipment, also perform this procedure when you need to impair building sub-components.

3 Roles involved

SD09- Disposal Planner. Creates the retirement/disposal notification, updates the status of the notification and closes the notification. Also, liaises with the other roles involved in the process, where necessary relevant Equipment Master Data Maintainer, Asset Accountant, Write-off Approver and Property Survey Board.

SD02- Notification Approver: Approves the notification.

SD01- Notification User: The notification user may create the original retirement/disposal notification, this post approval then being administered by the Disposal Planner (SD09) with the relevant business unit.

SD.10: Services Delivery Equipment Master Data Maintainer & SD.11: Services Delivery Equipment Master Data Maintainer Local - Maintain and modify equipment data record including deactivation of equipment.

4 Prerequisites

Records to be retired/disposed have to be identified.

5 Transaction Codes

IW51: Creation of the Notification

IW52: Update of Notification

IE05: Modify and deactivate equipment record

ZPMEQUICHANGE: Mass Change of Equipment Records
6 Creation of Retirement/disposal Notification

The SD01-Notification User or SD09-Disposal Planner creates the notification with the basic information including the tasks.

In order to facilitate the creation of the Notification you must use a reference template for your entity which includes all the possible tasks/assignments that need to be made. Tasks that are NOT required can be deleted; this activity is the responsibility of the Disposal Planner who should be aware of the policy, the point of approval by the Designated Authoriser, and the framework for the management of fixed assets.

If you are retiring/disposing of multiple equipment records or inventory items within the same case, a single notification can be created with an attachment detailing all the Equipment/Inventory records within the retirement/disposal case. Each equipment record should be updated with reference to the notification number so as to establish and maintain the link between related equipment and notification.

Note: For FIXED ASSET (FA) related equipment records a separate notification is required for EACH FA record, as this is how the Fixed Asset Management Officer/Asset Manager will recognize that the notification is “solely” asset related.

The diagram above shows the Asset De-recognition point within the retirement/disposal process.
6.1 Transaction Code for Notification Creation: IW51

**Important:** Select Notification type “PW”, ensure the P1 or PV is NOT used.

In the reference, include the reference number of the TEMPLATE notification created for the entity in question. These are given in Appendix A.
The create screen is then displayed:

In the first tab, “Notification”, complete the following information:

6.2 Equipment Number
Include the ID of the equipment (if there are multiple records including non-equipment records for inventory disposal) for retirement/disposal, attach the list to the notification and indicate within the notification notes area. Remember that any Fixed Assets Must have an individual notification.

6.3 Coding
The template notification is defaulted to “surplus”. From the coding dropdown select a category that matches the case description.
7 Impairing Building Components

For the impairment of building components it needs to be understood which of the building subcomponents is to be impaired. This should be undertaken with the Asset Accountant prior to creating the notification.

Within the notification, reference the functional location of the building subcomponent. If you are unsure as to how to obtain this reference number run transaction code IH01 and input your Plant (facility) number (e.g. Nairobi – KE00, New York – US00, Geneva – CH00) and drill down through the building structure to find the desired functional location.

The format of the building component functional location is given below:

<table>
<thead>
<tr>
<th>Category</th>
<th>Naming Convention</th>
<th>Component</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exterior</td>
<td>*.EX.FB</td>
<td>Foundations &amp; Basements</td>
</tr>
<tr>
<td></td>
<td>*.EX.SS</td>
<td>Superstructure</td>
</tr>
<tr>
<td></td>
<td>*.EX.EC</td>
<td>Exterior Closure</td>
</tr>
<tr>
<td>Roofing</td>
<td>*.RF.RF</td>
<td>Roofing</td>
</tr>
<tr>
<td>Interior</td>
<td>*.IN.IC</td>
<td>Interior construction, staircases &amp; finishes</td>
</tr>
<tr>
<td></td>
<td>*.SV.CS</td>
<td>Conveying systems</td>
</tr>
<tr>
<td>Services</td>
<td>*.SV.PB</td>
<td>Plumbing</td>
</tr>
<tr>
<td></td>
<td>*.SV.HV</td>
<td>HVAC</td>
</tr>
<tr>
<td></td>
<td>*.SV.F</td>
<td>Fire Protection</td>
</tr>
<tr>
<td></td>
<td>*.SV.EL</td>
<td>Electrical &amp; low-voltage systems</td>
</tr>
</tbody>
</table>

* Denotes the higher level building A01D e.g. 100000.001.EX.FB

Note: PKO and SPM do not componentise buildings. As such impairment will be at the functional location level that represents the actual building.
In the example below the building component to be impaired is the exterior of Block X within the Gigiri Complex Nairobi;

200678.023.EX.EX

The functional location description is then displayed, navigate to the Organization tab and note the asset number in respect to the building component has been populated.

If there is no asset number populated/filled, determine with the fixed asset accountant if this is the correct building component.
From this point on the impairment process is similar to equipment so steps in sections 8 to 17 should be followed.

8 Enter detailed Description

In the “Description” field enter a short description for the retirement/disposal case, and further describe in the large “white” long text box. If multiple equipment records are included in the notification, include a reference to the list of equipment records, and ensure this is attached to the notification.

Then Scroll down and complete:

- Priority
- Dates - Leave the Start date (defaults to current date) and indicate a “target” end date for the completion of the notification
- Planner group – The template defaults to planner group “010” (generic) and your retirement/disposal plant (e.g. KE00 or CH00). **IF** you have a specific planner group then change accordingly (e.g. F00 or C00) otherwise leave as “010”.

Disposal Planner Only: Select your department and enter/search for your name/index number (this helps from a reporting perspective).
9 Location Data Tab

9.1 Account Assignment Information
If an equipment record has been selected, the values will be defaulted into the Account Assignment Section.

If they are not then the information for Business Area and Cost Centre data (for Notification approval purposes), needs to be populated. Do not change any data if the Equipment is related to a fixed asset as the information should be defaulted from the Fixed Asset Record.

Include the correct Maintenance Plant (e.g. KE00 or CH00)

The rest of the fields within the section of the notification are currently not used.

<table>
<thead>
<tr>
<th>Account assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Code</td>
</tr>
<tr>
<td>Asset</td>
</tr>
<tr>
<td>Business Area</td>
</tr>
<tr>
<td>Cost Center</td>
</tr>
<tr>
<td>WBS Element</td>
</tr>
<tr>
<td>Settlement Order</td>
</tr>
</tbody>
</table>

9.2 Review of Asset Record
If this case is for a Fixed Asset or Building Component/sub-component, then make sure Asset Number is shown in the Account Assignment area, and check/verify that only one Equipment Record is linked to only one Asset Record.
10 Task Tab

Skip the item tab and select the Task tab. This section is prepopulated with a number of tasks relevant to all disposal cases. The DISPOSAL PLANNER should delete the tasks not relevant to the case being prepared (AW, A, SB).

Note: The DISPOSAL PLANNER can indicate certain task responsibilities and planned dates within this area. It is important when the Notification gets to the “approval step”, by the Designated Official, that the EXACT date when it is approved is indicated so the asset can be derecognized correctly. This is a trigger, when notifications are asset related, for the Asset Accountant to process the Fixed Asset accordingly. The date of the Designated Official’s approval has to be the actual date of approval, as this date is used as the actual Fixed Asset Retirement Date, and thus affects financial posting.

To delete a redundant process task, select the row clicking at the left, and then click in the delete icon.
Disposal planner can tailor notification to specific requirements by removal of not required task(s). Once you have deleted not required tasks, you can save the notification.

Once the notification is saved, you should receive a note at the bottom of the screen saying “Notification 1000XXXX has been created”

Note: For disposal by sale the “sale” tab will need to be completed, prior to the item(s) being sold. Once completed, clicking the “Sales Order” button will AUTOMATICALLY create a sales order from the notification (See separate Job Aid on how to proceed)

11 Update Equipment records (update status and include notification ID)

The equipment status needs to be changed to reflect that the equipment is included in a retirement/disposal notification and to include the notification ID in the equipment record(s), for ease of identification.

Note: For the building components there will be NO equipment status to update

The Equipment Statuses commonly used in the Write-off and Disposal processes are:

- **WRPR Retirement/disposal in Process** — This is the status that should be set at the time of notification creation.
- **EQSL Sale Disposal Method** — Set if this method is detailed in Disposal case post notification approval; i.e. when the notification status is “DINP”, Disposal in Process.
- **EQCB Cannibalization Disposal Method** — Set if this method is detailed in Disposal case post notification approval; i.e. when the notification status is “DINP”, Disposal in Process.
- **EQDE Destruction Disposal Method** — Set if this method is detailed in Disposal case post notification approval; i.e. when the notification status is “DINP”, Disposal in Process.
- **EQDN Donation Disposal Method** — Set if this method is detailed in Disposal case post notification approval; i.e. when the notification status is “DINP”, Disposal in Process.
- **EQTI Trade-In Disposal Method** — Set if this method is detailed in Disposal case post notification approval; i.e. when the notification status is “DINP”, Disposal in Process.
- **EQNR Disposal not required** — Set in cases when property is not available for disposal such as theft or lost.

Within the “inventory” number on the equipment record indicate the notification number.

The equipment record may be installed and returned to the warehouse (where it may either be installed to the warehouse location or treated as inventory), or disposed of from its current location. The assignment to an individual should also be removed at the point of inclusion on a disposal notification.

If there are multiple equipment records, within the disposal case to be changed, the “Mass Equipment Update” Job Aid should be referenced.

The following describes how a single piece of equipment is changed to reflect the initial status required at notification outset.

Enter IE02 in the Command field to Change Equipment. Click the Enter icon and enter the ID of the equipment to be updated.
Click the Status icon next to the Status field to change the equipment status. In the pop-up window select the WRPR – Retirement/disposal in Process radio button. Click the Back icon.

Then, in the general tab, enter the notification number in the Inventory No field:
Example how link is established

**Important:** Note that notification under the Inventory no. should be entered as the Notification eight digit number without any prefix.

If the equipment is to be returned to the warehouse then either:

- Install in the equipment within the warehouse location functional location
- Return the equipment into the warehouse as inventory (used split valuation type used).

[Note the Equipment requires a material master to be associated to be returned to inventory. The equipment MUST be completely uninstalled from its productive functional location if “return to inventory” is used].
12 **Uninstall or change a functional location**

Select the structure tab.

Select the icon, and then dismantle.

Either insert a new functional location, or leave blank (if returning to inventory).

Then select to accept the change made.

13 **Change Partner Assignment**

To remove any assigned users select the icon at the top of the screen.

Select the user to be removed from the Equipment record and select the icon.

Save the equipment record

**Note:** If the equipment is to be taken back in to inventory reference the job aid “returning equipment to inventory”.
14 Approval and release of the Notification

Although the Notification approver can run a notification report based on a cost centre to select outstanding notifications for Approval, it is recommended that an email be sent to the approver from within the notification by the Disposal Planner.

14.1 T-code IW52 and enter the Notification ID

14.2 Email Notification
Select the email and type in a message for the approver.

After message completion select icon to indicate the email address (note: you will be prompted to save the message).
Notice the notification number is defaulted into the title of the mail.

Add internal/external (internet) email addresses of the approver and select send.

**Note:** Although there is a “notes” section on this screen. The note received by the approver will be based on the message entered upon the selection of the email request, NOT this one.

In the above case the email notification will be sent to the approvers:

- **SAP mailbox**

- **Lotus notes mailbox**
14.3 Notification Approval

The Approver should now review the notification and either Approve and comment or give a reason in the long text area on the notification as to what further action is required. The Approver should then email the Disposal Planner from within the notification using the same process given above.

14.4 Approver Comments

Select the icon and select the radio button 02 APPR Request Approved and/or give comment in the Long Text (white section) of the notification

Click on the green flag - to release the notification - ONLY if you have approved it.

14.5 Email the Disposal Planner.

Save the notification

15 Update Notification status and complete tasks

During the retirement/disposal process, different activities will take place (LPSB/HSPB review). During each phase the SD Disposal Planner has to perform the following activities:

- Release and complete the respective task
- Update Notification status

To Release a task, the SD Disposal Planner has to go to T-Code IW52, enter the notification number, go to the tasks tab, select the relevant task and click on the green flag icon at the bottom to release each task:
To complete a task, select the task and then select the icon. Note for the particular task shown the DATE that the designated official gave the approval to move ahead with the disposal process has to be included. As such select the date in the memo/email prior to completing the task.

Update the notification status to reflect the current approved status.

Note: Statuses cannot be “jumped” as such it may be necessary to “cycle” through the statuses when transitioning a Notification from the legacy system, and saving Notification between each cycle. Only exception to this will be DINP Disposal In Process that will not be applicable for cases when there is no disposal (e.g. theft, lost and so on)

Upload relevant files on to the notification

In order to upload files to the notification, use the following steps:

Click on the icon at the top left (left of the word “Change”):
Click on the small arrow at the right of the icon and select “Records Management Plant Maintenance”
Click on the Display/Change icon ,.

You will see the possible folders, select the relevant one.
To add a document after selecting the folder select .

A pop-up window will appear.

Select “create” to add a document.

Click on and select “from file”

Look for the relevant file in your folders and select:

Complete the “short description” and “Unique ID” on the attributes screen:
The file will be uploaded and it will be displayed for your revision. Click on “Save”

Click on “Back” at the top until you are back in the notification screen, save the notification and exit.

**Note:** When uploading documents relevant to the Fixed Asset retirement, make sure to include Designated Official’s Approval, containing clear date of approval, and uniquely identifying reference to Equipment/Asset items being retired (e.g., Equipment/Asset Number and Name), and any other relevant and significant data.
16  Asset Accountant performs accounting disposal of fixed asset record

[Note: for the detailed job-aid related to retirement of fixed assets please refer to iSeek Umoja fixed asset accounting job aid 4.1 and 4.2].

In regards to the service notification: For the cases where the equipment record is a fixed asset when the notification is in status REWA (Review approved), the asset accountant needs to retire the fixed asset associated with the equipment (as mentioned earlier the task for the designated authority should be completed with the memo/email date, that should also be attached to the notification).

You need to inform the Asset Accounting User of the notification number, the asset and the equipment (number and name), and retirement method (Destruction, Sale, Donation, Not-Found).

This can be undertaken by sending an email from the notification (although the Asset Accounting User can pick this up by running a notification report).

Once the Asset Accounting User has reviewed the notification, the attachments, the equipment master status, the asset records, and the status of the tasks, the Asset Accounting Senior User is notified to retire the asset.

It is the Asset Accounting Senior User who should complete the task “FA Man.Off. to De-recognise the FA” within the notification task list.

17  Operational disposal

“Disp/Impairment Completed” when the equipment “truly” reflects this status, i.e. when the equipment leaves the entity.

When disposal certificate is obtained and uploaded to the notification, or when it is not required, the SD disposal planner only sets the notification to:
18 Complete Notification (after all tasks are completed)
When all the tasks are completed (all the chequered flags have been clicked), the Notification can be closed.

For that the SD disposal planner only needs to click on the chequered flag at the top of the notification:

You will get a screen with date and time; and you can leave the default or change:

And you will get a note that the notification is complete:

19 Deactivate equipment records
SD.10 or SD.11 with transaction IE02 select the relevant equipment record

In the status, select the final status depending on the disposal method:
In the description, enter the text “DISPOSAL COMPLETE”

DINP Disposal Not Required to be selected when there is no disposal required (e.g. theft or lost).

And then, select from the menu:

Equipment > Functions > Active <-> Inactive > Deactivate

You might get a warning, if you do accept it.

Then save, and that’s it.

**20 Multiple equipment deactivations**

Use transaction code IE05.

Enter the equipment from the notification in the “equipment selection criteria”.

Check that **ALL** the equipment to be deactivated appears on the screen.

Select “all” ( ), then deactivate
21 Process Variations

In the case of Sale or Donation a similar process is performed to the above, the difference is that for Sale or Donation the Sales Order will be initiated as follows:

- For Sale, Asset Accounting User and Asset Accounting Senior User will wait for Revenue to be known and recorded in Sales Order, before proceeding with Retirement. Therefore, the related task will stay open, until Revenue is known and Fixed Asset Retirement completed. This will result in Asset Retirement with Revenue.
- For Donation, the Sales Order is initiated, but with zero value. Asset Accounting User and Asset Accounting Senior User will proceed, immediately after relevant approval, with Asset Retirement without Revenue.
- For Sale through UNDP, there will be NO Sales Order. Instead, UN Customer (Business Partner) Number of corresponding UNDP Office has to be entered in the Sales area of the Notification, in the 'Sold-To Party' field. Asset Accounting Senior User will then record reference to the UJ Document from the SCA file in the Description, along with identified revenue, and will proceed to retire the Asset using these values.

Note that, Cannibalization and Sale of equipment parts is treated as Destruction from the Asset Accounting point of view – therefore, this will result in Asset Retirement without Revenue (complete write-off, no gain). Cannibalization of Equipment Item, and sale of resulting parts is not recorded in relation to the Asset.

For more information and a better understanding of the end-to-end process, kindly refer to Fixed Assets Management Job Aid: 4-1 Retirement of Asset and to Financial Accounting Job Aid: UNDP Advance and Reconciliation.
### Appendix A – Notification Templates and Status Sequence

#### Table 1: Write-off – Standard Template Task List

<table>
<thead>
<tr>
<th>Task no.</th>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Attach list of equipment (SD.09)</td>
<td>Create notification and attach list of equipment for write-off and disposal (SD.09)</td>
</tr>
<tr>
<td>2</td>
<td>Email to Notification Approver (SD.02)</td>
<td>Once the notification is complete (list of equipment attached and the case drafted ) an email should be sent to the Notification Approver (SD.02) to approve and release</td>
</tr>
<tr>
<td>3</td>
<td>Approval of Disposal (SD.02)</td>
<td>The Notification Approver (SD.02) approves and release the notification</td>
</tr>
<tr>
<td>4</td>
<td>Submit to Service Provider (SP) w/ WO#</td>
<td>Submit to Service Provider w/ WO number acting as reference</td>
</tr>
<tr>
<td>5</td>
<td>Confirmation of Receipt (Email)</td>
<td>Department will receive a confirmation email Service Provider has received items</td>
</tr>
<tr>
<td>6</td>
<td>Change of Authorization Group (Dept./SP)</td>
<td>SD.11 of department and Service Provider will initiate transfer of Authorization Groups</td>
</tr>
<tr>
<td>7</td>
<td>Evaluation of contents in Notification</td>
<td>A. Contents to be repurposed: Service Provider will verify that all steps are completed and proceed to close the notification</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B. Partial contents to be written off: Service Provider will update the list and proceed to task No. 8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C. No variation of contents: Service Provider will proceed to task No. 8</td>
</tr>
<tr>
<td>8</td>
<td>Prepare and submit case to HPSB (Dept./SP)</td>
<td>Department/Service Provider will prepare and submit case to HPSB for approval</td>
</tr>
<tr>
<td>9</td>
<td>Approval from HPSB &amp; Controller (Dept./SP)</td>
<td>HPSB/Controller approves case to proceed</td>
</tr>
<tr>
<td>10</td>
<td>If Asset: FA.15- write off asset</td>
<td>Fixed Asset Management Officer (FA.15) will derecognise asset</td>
</tr>
<tr>
<td>11</td>
<td>Update of equipment record (Dept./SD.09)</td>
<td>Department/Service Provider will update the status of the equipment record in Umoja</td>
</tr>
<tr>
<td>12</td>
<td>Disposal of equipment (SP)</td>
<td>Proceed with disposal</td>
</tr>
<tr>
<td>13</td>
<td>Deactivation of equipment (SD.11)</td>
<td>SD.11 will post any supporting documents as proof of disposal and will deactivate equipment record in Umoja</td>
</tr>
<tr>
<td>14</td>
<td>Close notification (SD.09)</td>
<td>SD.09 will verify all steps are completed and proceed to close notification</td>
</tr>
</tbody>
</table>
### Table 2: Plant Specific Templates

<table>
<thead>
<tr>
<th>Number</th>
<th>Type</th>
<th>Plant</th>
<th>Template Description</th>
<th>Catalogue</th>
<th>Default Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>10000369</td>
<td>PW</td>
<td>AT00</td>
<td>AT00 Disposal notification template*****</td>
<td>UNWRTOFF</td>
<td>Surplus</td>
</tr>
<tr>
<td>10000387</td>
<td>PW</td>
<td>CH00</td>
<td>CH00 Disposal notification template*****</td>
<td>UNWRTOFF</td>
<td>Surplus</td>
</tr>
<tr>
<td>10000388</td>
<td>PW</td>
<td>CH00</td>
<td>CH00 Disposal notification template*****</td>
<td>UNWRTOFF</td>
<td>Surplus</td>
</tr>
<tr>
<td>10000390</td>
<td>PW</td>
<td>CH31</td>
<td>CH31 Disposal notification template*****</td>
<td>UNWRTOFF</td>
<td>Surplus</td>
</tr>
<tr>
<td>10000391</td>
<td>PW</td>
<td>NL30</td>
<td>NL30 Disposal notification template*****</td>
<td>UNWRTOFF</td>
<td>Surplus</td>
</tr>
<tr>
<td>10000392</td>
<td>PW</td>
<td>DE30</td>
<td>DE30 Disposal notification template*****</td>
<td>UNWRTOFF</td>
<td>Surplus</td>
</tr>
<tr>
<td>10000456</td>
<td>PW</td>
<td>US00</td>
<td>US00 Disposal notification template***</td>
<td>UNWRTOFF</td>
<td>Surplus</td>
</tr>
<tr>
<td>10000457</td>
<td>PW</td>
<td>LB30</td>
<td>LB30 Disposal notification template*****</td>
<td>UNWRTOFF</td>
<td>Surplus</td>
</tr>
</tbody>
</table>

**Note:** The above list of Cluster 3 and Cluster 4 Templates is not complete, other entities should follow the Standard Template Task List.
Table 3: Status Sequence of a Write-Off Notification

<table>
<thead>
<tr>
<th>Notification Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 RQCR Request Created</td>
<td>Initial Status upon notification creation (Roles SD01/SD09)</td>
</tr>
<tr>
<td>02 APPR Request Approved</td>
<td>Upon Notification completion the Notification approver sets status to APPR or communicates with Disposal Planner as to further requirements (Role SD02)</td>
</tr>
<tr>
<td>03 WRRQ WO/Impairment Request Pre</td>
<td>Retirement/disposal case enrichment by the Disposal Planner (role SD09)</td>
</tr>
<tr>
<td>04 LPSB LPSB Review</td>
<td>Disposal Planner submits case to LPSB for review (if necessary) (role SD09)</td>
</tr>
<tr>
<td>05 AAPD Await approval decision</td>
<td>Either the LPSB has taken place or the case has been sent Directly to Designated Official and a decision is pending (role SD09)</td>
</tr>
<tr>
<td>06 REWA Review Approved</td>
<td>Designated Authority approves. The Disposal planner will attach approval email and also status the task with the EXACT date. (role SD09)</td>
</tr>
<tr>
<td>07 REWR Review Rejected</td>
<td>Designated Authority rejects. The Disposal planner will attach rejection email and status the notification accordingly. Action needs to be taken by the Disposal Planner in accordance with a recommendation from the Designated Authority or close the case.</td>
</tr>
<tr>
<td>08 HPSB HPSB Review</td>
<td>If necessary. Case value dependent</td>
</tr>
<tr>
<td>09 DINP Disposal In Process</td>
<td>When the retirement/disposal process is underway the Disposal Planner should index the status to DINP. (role SD09)</td>
</tr>
<tr>
<td>10 DPCO Disp/Impairment Completed</td>
<td>Upon completion of the notification (equipment removed from site) the disposal planner should complete the notification (role SD09)</td>
</tr>
</tbody>
</table>
Appendix B – Special Cases

Equipment Created in Error

Equipment records that were created in error in the main refers to records manually created by a user (SD10 Role) erroneously, or as part of a conversion process, and the equipment records do not correspond to the “equipment tracking” profile determined by PMU.

As such these records need to be removed from the system, but in a manner that enables an explanation to be logged for audit purposes.

As such a write-off notification is used but is statused as such to allow effective reporting and governance.

To create a write-off notification for equipment records created in error the following steps should be undertaken.

Note: For details of the transaction codes, screen sequences etc., please refer to the sections earlier in this document.

1. Create a write-off notification
2. Within the notification “subject” select the following:

3. Upload the spreadsheet and any email documentation referencing the items created in error to the notification and save the notification.
4. Mass change the concerned equipment records (see mass change job aid) indicating the notification number in the inventory field on the equipment and the user status as an administrative error.
5. Mark the equipment as deactivated and deleted.
6. Request that the notification is approved base on it being an administration error.
7. Once the notification is approved closed the notification with user status DPCO.

8. To report on notification with “Equipment created in error” use the standard SAP report by transaction code IW59.